



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All Person Interested
2	Job Classification	ADMINISTRATIVE COORDINATOR
3		PN# 107166
4	Posting Number	Fire Department
5	Department	Planning & Homeland Security
6	Division	Staff Services
7	Section	1205 Dart
8	Reporting Location	M - F, 8 a.m. – 5 p.m.*
	Workdays & Hours	*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Assist in the development, implementation, and management of HFD’s newly forming Alternative Dispute Resolution (ADR) Unit. Assist in developing policies and procedures, forms, and reports. Conduct audits and needs assessments to identify & document specific operating & management procedures/policies related to ADR. Train employees. Assist in budget preparation and monitoring. Coordinate, research, analyze, and monitor all activities related to ADR. Provide technical guidance and assistance to administrators, mediators, and participants of the ADR process. Create, maintain, and update ADR databases pertaining to mediators and mediations. Screen and redirect phone calls; schedule, organize, and monitor ADR meetings. Other duties as directed.

10 **WORKING CONDITIONS**
The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
A Bachelor’s degree in Business Administration, Liberal Arts, or a closely related field is required.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Five (5) years of administrative experience are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**
Valid Texas Driver’s license, and must comply with the City’s policy on driving (AP2-2).

14 **PREFERENCES**
Preference will be given to applicants who are Texas trained mediators, who have experience in ADR, human resources, employee relations, or work place investigations, particularly in large organizations. Prefer excellent written and oral communication skills and proficiency in MS Office, Windows, Word, Excel, Access, and PowerPoint.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** X Yes No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 24

\$1,419.00 - \$1,961.00 Biweekly \$36,894.00 - \$50,986.00 Annually

18 **OPENING DATE** October 19, 2005

19 **CLOSING DATE** October 25, 2005

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9471. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer